

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
Zoom Meeting
August 12, 2020
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Shannon Wentworth
Elaine Fink
Katrina Guitierrez
Jacquie Van Huss

Commissioners Absent

Staff

Paul Irwin
Debora Kerns Barba
Bernice Polkenhorn

Guests

-
- A. **CALL TO ORDER:**
Thomas Galt called the meeting to order at 5:02 pm.
- B. **ROLL CALL AND QUORUM DETERMINATION:**
Roll was called and it was determined that a quorum was present.
- C. **APPROVAL OF AGENDA:**
Richie Cline motioned to approve the agenda, Bobby Hale seconded, and the motion carried 8/0/0.
- D. **APPROVAL OF MINUTES 6/17/2020, 7/29/20:**
Richie Cline motioned to approve the 6/17/20 meeting minutes, Bobby Hale seconded, and the motion carried 7/0/1. Jacquie Van Huss abstained.
- Richie Cline motioned to approve the 7/29/20 meeting minutes, Shannon Wentworth seconded, and the motion carried 8/0/0.

E. REPORTS:

(1) Director:

i. 2018 ICDBG – Cultural and Environmental Protection Center:

The director reported that the revised civil drawings were submitted to Madera County on 7/30/20 and building plan check comments were received and provided to the architect on 8/6/20. Requests for earthwork were issued on 8/6/20 with a deadline of 8/19/20. Madera County's plan check comments advised that a conditional use permit would be required since the parcel is in a Planned Development District. The director inquiring into this permit, and has contacted the Madera County Planning Department.

ii. 2019/2020 ICDBG – Emergency Services Building:

The director is still waiting on the completed environmental assessment so that a finding of no significance can be published, this is necessary for the release of funds. Per the updated implementation schedule the request for proposal for architecture and engineering services is to be released in September, with design to start in November.

iii. 2019 IHBG Competitive Funding/Low-Income Housing Tax Credits (LIHTC):

The director reported that architectural and engineering is progressing with tentative completion dates of this Friday and next Monday. The environmental consultant is also wrapping up a Phase 1 Environmental Site Assessment for the investor and it is to be complete this Friday. We also consulted with our civil engineers and PG&E is going to need to run up the main access road, it will be at an increased cost versus running directly up the hill but significant rock and brush were observed along that path and the electrical consultant could not get PG&E approval to proceed with that route. We have also determined that we will need to seek additional environmental consulting for plans to transplant the elderberry. We will need to have the plants surveyed, identify and a relocation area to be approved by U.S. Fish and Wild Services. We will also need a biological monitor on-site during transplanting, and to submit a post-transplant report, and biannual monitoring reports. The environmental consultant is preparing a quote for these services. The director reported that LIHTC attorneys are reviewing contract documents that will be included in the bid package. A number of other documents have been requested for the investor that we will be working on compiling.

iv. 32886 Rd. 222 North Fork, CA 93643:

The director reported that interior finish is 90% complete and exterior is 85-90% complete. Remaining items included gutters and site cleanup. The Project Manager is planning to be fully complete by the end of the month, and we are currently working on screening applicants from the waiting list.

v. Annual Inspections/Income Certifications:

The director reported that a notice of annual inspection and income certifications was issued. Inspections are scheduled for next Monday and Tuesday and will be limited to the exterior of units. HUD has provided a waiver in inspections in

their COVID FAQ document. Consensus of the BOC for the Project Manager or Construction Foreman to assist in conducting inspections.

vi. **2020 IHBG Competitive Funding Opportunity:**

HUD provided notice on 8/11/20 that 91 million was available through a 2020 IHBG Competitive funding opportunity. Maximum award of 5 million and minimum \$100,000. Last opportunity there was 200 million available because it combined 2018/2019 funds, so this will be a much more competitive opportunity. Staff is still reviewing the opportunity and determining what type of proposal could be developed. The deadline for this opportunity is 12/10/20. BOC to provide any recommendations for review.

(2) **Chairperson:**

(3) **Other:**

(i) **Financials:**

Staff presented financials as of August 1st.

(ii) **Monthly Report:**

Staff presented the monthly report for July.

(iii) **Maintenance Report:**

Staff presented the monthly maintenance report for July.

F. **NEW BUSINESS:**

G. **OLD BUSINESS:**

H. **EXECUTIVE SESSION:**

Bobby Hale motioned to go into executive session at 5:42 pm, Richie Cline seconded, and the motion carried 8/0/0.

(1) **XXH1027:**

The director informed the BOC that he provided a draft letter on 7/30/20 per their recommendations for approval. Consensus of the BOC to issue the notice as amended.

(2) **XXG1215:**

The director provided notice of approval for Low-Income Emergency Shelter. The BOC previously provided approval by email on 8/4/20 and 8/5/20 for an additional adult outside of the household due to the number of children and rooms needed.

Discussion of the BOC regarding meal stipend or vouchers. Consensus of BOC to provide meal vouchers. The director will explore what is allowable in accordance with HUD and prepare a policy amendment and resolution for approval.

(3) **XXA0108:**

The director provided notice of approval for Low-Income Emergency Shelter.

(4) **XXD0619:**

The director informed the BOC that a prior down payment assistance recipient is selling their home. Assistance was provided in 2016 and will be repaying the full amount. Funds will be returned to LOCCS and applied to the LIHTC program. The director provided clarification that there was existing funding in the down payment program for both low-income and non-low-income applicants.

(5) **Storm Drainage Easement:**

The director was contacted by the owner's attorney yesterday and informed that an appraiser should be sending over a quote. HUD requires appraisal or a justification to be submitted and approved if the price exceeds appraisal. Consensus of the BOC to proceed with seeking appraisal and apply to overall project costs.

(6) **North Fork Property:**

The director reported that he received the appraisal back on 32693 Road 222 that was funded by a prospective buyer. Will follow up with potential buyer since this was just received.

The director also reported that an adjacent property owner has expressed interest in selling a portion of his property. The director indicated that the parcel would need to be divided or have a lot line adjustment, and that he will inquire with Madera County. Commissioners expressed interest in planning a site visit.

(7) **Policies:**

The director reported that staff has received drafts for the following policies:

i. **Tenant Pool and Outdoor Play Equipment:**

Draft has been emailed to the BOC. Tabled.

ii. **Useful Life:**

The director requested guidance on whether a pro-rated amount or lump sum useful life agreement would be referenced in the policy. HUD has samples of each form of agreement. Consensus of BOC to utilize pro-rated form.

iii. **Self-Monitoring:**

The director advised that the draft provided allows for a committee to complete self-monitoring through a workshop as is currently being conducted, and additional options for a third-party consultant to complete monitoring. Consensus of BOC to allow for additional options.

The director advised that the BOC and staff would need to conduct self-monitoring by the end of the fiscal year. September 16th provided as a tentative date, to be confirmed at next BOC meeting.

iv. **Relocation:**

The director reported that staff is seeking further guidance on policy.

v. **Credit Card:**

The director reported that the policy is being reviewed. Policy would currently only be applicable to the director, and comments and questions will be submitted back to the attorneys.

Bobby Hale motioned to come out of executive session at 6:53 pm, Christopher Aguirre seconded, and the motion carried 8/0/0.

I. **NEXT MEETING:**

August 26, 2020 at 5:00 pm via Zoom Meeting.

J. **ADJOURNMENT:**

Richie Cline motioned to adjourn at 6:54 pm, Katrina Guitierrez seconded, and the motion carried 8/0/0.

MINUTES TRANSCRIBED BY:

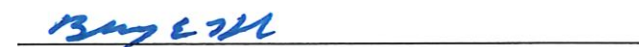

Bernice Polkenhorn NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 26th day of August 2020 at which a legal quorum was present, these minutes were approved as written by a vote of 7 for, 0 against, and 1 abstaining.


Commissioner

9-2-2020
Date


Commissioner

9/2/2020
Date